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ABSTRACT

The purpose of this handbook is to provide information on opportunities for college students to work in state and local agencies in Massachusetts. The internship programs included are those that: (1) are open to students of virtually any accredited college or university in the State, as well as legal residents attending out of state institutions; and (2) place students in government positions providing either worthwhile on-the-job experience for those considering careers in government or a greater understanding of the workings of government service. Information on the programs include: (1) background, (2) scope, (3) hours, (4) wages, (5) funding, (6) training, (7) credits extended, and (8) how and where to apply. (AF)

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HANDBOOK OF STUDENT INTERNSHIP PROGRAM

operating in

STATE AND LOCAL AGENCIES

of the

COMMONWEALTH OF MASSACHUSETTS

1970

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
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prepared by

EMPLOYE TRAINING SECTION
BUREAU OF PERSONNEL AND STANDARDIZATION

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INTRODUCTION

The preparation of this handbook has been undertaken to assemble information about those programs which provide opportunities for college students to work in state and local agencies. Many young people, as indicated by the number of applications received by intern program directors, are interested in gaining an understanding of our governmental system and in helping our government function in a responsive manner. This information should be of considerable use to students, college placement and financial aid officers, faculty members who wish to advise their students on opportunities in government work, directors of internship programs who are often unaware of the activities of programs similar to their own, and appointing authorities and personnel supervisors of state agencies who might not be fully aware of the potential of these programs for assisting them in carrying out their agency's mission.

The goal of these internship programs is not only to meet this student need, but also to serve two additional purposes: to provide much needed staff assistance on a short-term basis to alleviate the chronic shortage of government personnel; and, to provide a potential recruitment mechanism which hopefully will encourage students to make a career in state and local government once they have completed their formal education. If government is to be able to function effectively and responsively, it must attract on a continuous basis and retain capable, qualified young people to its service. The programs described in this handbook are attempting, on a small scale, to accomplish this goal.

The internship programs included in the handbook were chosen because they have the following characteristics:

1. They are open to students of virtually any accredited college or university in Massachusetts, as well as legal residents attending out-of-state colleges and universities.
2. They place students in government positions providing either worthwhile on-the-job experience for those considering careers in government or a greater understanding of the workings of government service.

Although all programs have these characteristics in common, it will quickly be noted on reading the program descriptions that not all students are eligible to participate in all programs. For example, only students who qualify for and are participating in the College Work-Study Program are eligible to apply for the Public Service Intern Program, the Boston Urban Corps, and one third of the available positions in the Legislative Intern Program. These programs combined accounted for about 570 interns during 1969, or approximately 90 percent of all participating interns.

Almost all the programs are open to both undergraduate and graduate students. Only three programs have restrictions worth noting. The Administrative Internship Program and the Massachusetts Graduate Legislative Internship Program are limited to graduate students. The Governor's Summer Internship Program is open to junior and senior undergraduates as well as graduate students. This latter program is also the only one to select its interns on the basis of competitive examination.

In addition to the intern programs, three other types of programs are included in the handbook for general information and use especially by appointing authorities of state agencies:

1. The Clean Waters Scholarship Intern Program provides a full four-year scholarship to undergraduate students wishing to major in environmental engineering and willing to work for the Commonwealth for a certain period

of time after receiving their degree.

2. The Cooperative Work-Study and Northeastern Legislative Intern programs are open to students on the cooperative plan of education at those institutions offering this program.

3. The Management Interns, who are not really interns but people who are completing or have completed their undergraduate work, may take a general examination making them eligible for placement in permanent job positions bypassing normal civil service procedures.

These programs are particularly important to state agencies which have been unable to fill personnel vacancies over a long period of time. These programs provide a useful mechanism for filling these numerous vacancies on at least a short-term basis with the possibility of permanent employment in state service.

UNIVERSITY OF MASSACHUSETTS

Administrative Internship Program

Background

The Administrative Internship Program was initiated in 1960 with the assistance of a grant from the Carnegie Corporation. It was originally sponsored by the graduate departments of government at Boston University, Harvard University, Massachusetts Institute of Technology and the University of Massachusetts. It was established to provide a small group of graduate students with the opportunity to prepare themselves for careers in state government administration. Since 1966 the University of Massachusetts has been the only graduate school sponsoring students in this program.

Scope

The Administrative Internship Program is small and highly selective. About 48 graduate students have participated in the program during the 9 years it has been in operation. The program lasts two full academic years. The first year is spent in residence at the Department of Government of the University of Massachusetts-Amherst and the second year is spent at the State House in Boston. During any given year, four or five first-year interns are doing graduate work in Amherst and four or five second-year interns are working at the State House. During the first year, interns follow the normal academic program of the Government Department. During the second year, the Bureau of Personnel in the Executive Office for Administration and Finance arranges placement of the interns with state agencies in Boston. This phase of the internship experience is divided into two segments.

During the first semester, the students are assigned to a number of departments and bureaus for periods lasting one or two weeks. Agencies recently involved include the Executive Office for Administration and Finance, the Massachusetts Rehabilitation Commission and the Departments of Education, Public Health, Mental Health, and Corporations and Taxation. The purpose is to give the students experience and knowledge of a diversity of possible work experiences in a variety of state agencies. During the second semester, the intern works in one agency which most appeals to him in terms of his interest and which provides service to the state. Students in the spring semester of 1970, for example, interned in the Department of Corporations and Taxation, the Office of Planning and Program Coordination, the Governor's Office, and Veterans' Services.

Hours

The administrative interns during their first year maintain the normal academic work load of a graduate student at the University of Massachusetts. During the second year, they are expected to work a full 40-hour week from September 1 to June 1--the length of the regular academic year. In addition, all second-year interns are required to attend a weekly seminar.

Wages

Pay rates, which are set by the Government Department and the Director of the Intern Program, vary slightly from year to year. Currently (1969-1970), first-year interns are paid $3,300 for the academic year and second-year interns $4,500 for the academic year.

Funding Since the 1968-69 academic year, this program, operating exclusively at the University of Massachusetts, has been funded entirely by state appropriation and the financial involvement of the Carnegie Corporation has ended. The funds are appropriated by the state Legislature to the University as part of its budget.

Training In addition to the academic program followed by first-year interns at the University, second-year interns are required to attend a three-hour weekly seminar.

Credits Upon completion of the two-year program and the submission of an acceptable masters thesis to the Department of Government, each intern normally receives a masters degree in government.

How to Apply All applicants must be eligible for admission to the Graduate School of the University of Massachusetts. These applications should be submitted by March of the academic year preceding the academic year in which the students wish to begin their two-year intern program.

If the individual qualifies for admission to the Graduate School and is accepted as a graduate student in the Department of Government, he is then screened by the Executive Committee of the Department and the Director of the program, who determine the applicant's acceptance into the intern program.

For Further Information

Director
Administrative Internship Program
Office of the Dean of Administration
Whitmore Administration Building
University of Massachusetts
Amherst, Massachusetts 01002

413-545-2333

GOVERNOR'S OFFICE

Summer Internship Program

Background The Governor's Summer Intern Program is designed to offer a small number of outstanding college students, selected by competitive examination, the opportunity to gain firsthand knowledge of the operation of Massachusetts state government and to do research work for a variety of state agencies in the executive branch.

Scope The Governor's Summer Intern Program places a total of approximately 15 students each year with selected state agencies, such as the Board of Higher Education, the Department of Community Affairs, the Division of Employment Security, the Massachusetts Committee on Children and Youth, and the Office of Planning and Program Coordination. Interns are generally assigned to a research project with an agency.

Hours and Wages Interns work a 40-hour week for a minimum of 8 weeks during the summer and are paid $100 per week.

Funding Interns are paid in full directly by the agencies which employ them and provide the necessary funds.

Training Interns attend group meetings and small, informal discussion sessions with state officials, including the Commissioner of Administration, members of the Governor's staff, and legislators. Interns are required to submit periodic reports concerning their work.

Credits There is no formal provision by which interns may acquire academic

credit for their summer work.

How to Apply

Only students who are currently enrolled in their junior or senior year in college or who are graduate students may apply. Applicants must be attending a college or university within Massachusetts, or, if attending a college or university outside the Commonwealth, must be Massachusetts residents. Announcements of, and applications for, the program are distributed in January to colleges and universities in New England. Interested students should obtain application forms from their college placement office. Applicants are required to take a written examination given in March. The examination consists of multiple-choice questions on state government. The high scorers on the examination will be requested to supply transcripts of academic record and a faculty letter of recommendation and will be required to appear for a personal interview.

For Further Information

Governor's Summer Intern Program
Executive Office for Administration and Finance
Room 312
State House
Boston, Massachusetts 02133

617-727-2094

GENERAL COURT

Massachusetts Graduate Legislative Internship

Background

The Massachusetts Graduate Legislative Internship Program was initiated in 1965 with a four-year grant from the Ford Foundation to attract talent to legislative staff work. The program had been jointly sponsored by the Ford Foundation and the Massachusetts General Court through 1968-69. Since 1969-70, the program has been sponsored entirely by the General Court and administered by the University of Massachusetts in Boston.

Nearly all the interns who have participated in this program have remained in government service--most in Massachusetts.

Scope

The program provides practical training in the process of legislation and public policy formation. Interns serve as full-time assistants to the General Court, performing a variety of research and administrative assignments for committees, officers and members. Interns work at the State House in Boston.

During the 1968-69 academic year, interns were placed in the offices of the Speaker of the House, the Senate Minority Leader, the Joint Committee on Social Welfare, and the Joint Committee on Urban Affairs.

Since 1965, a total of 26 graduate interns have participated in the program, four or five each year. At present the program is limited to five students each year.

Hours

Interns serve for eleven months during the academic year: from October 1 to September 1. Interns work a normal work week with allowances for normal vacation periods.

Wages — Each intern is paid a $5,000 stipend.

Funding — Funds for this program are provided by the state through the budget of the University of Massachusetts in Boston.

Training — Interns must attend a weekly three-hour seminar conducted by the Politics Department of the University of Massachusetts. During the first semester, the subject of the seminar is Massachusetts politics and the history and organization of the General Court. During the second semester, the subject is legislative decision making.

During each seminar, the interns meet with an expert in the subject under consideration, including: legislators, staff of the General Court and the executive branch, party organizations, pressure groups and the press.

Credits — Interns receive six credits from the University of Massachusetts for the seminar.

How to Apply — Applications are distributed in February to all Massachusetts colleges and universities. Applicants must be matriculated graduate students in any accredited college or university in Massachusetts, including law and other professional schools.

Completed applications--academic transcripts of undergraduate and graduate work, three letters of recommendation, a statement of interest--must be returned to the University of Massachusetts by the middle of March.

Applicants are interviewed by representatives of the General Court and the University of Massachusetts.

Decisions are made by the middle of April.

For Further Information

Chairman
Department of Politics
University of Massachusetts
100 Arlington Street
Boston, Massachusetts 02116

617-542-4500 x 412

DEPARTMENT OF COMMUNITY AFFAIRS

Public Service Intern Program

Background

The Public Service Intern (P.S.I.) Program was created in 1967 by the Commonwealth Service Corps (incorporated in 1968 into the Department of Community Affairs) to "inspire residents of the Commonwealth to choose and prepare themselves for careers in public service." Public Service Interns are students participating in the College Work-Study Program who wish to offer their skills, time, and effort to the people of the Commonwealth, explore careers in state agencies, and increase their knowledge of the workings of government agencies by means of on-the-job experience.

Scope

During the summer of 1969, the P.S.I. Program placed approximately 200 interns, both graduate and undergraduate, in more than 50 state agencies and institutions. Virtually every field of academic endeavor has been represented among the interns and every effort is made to see to it that students are given positions which are as interesting as possible and relevant to their chosen fields of study. The variety of the opportunities available to interns is illustrated by the diverse natures of the organizations where interns are currently working. This list of participating agencies includes, among many others, the departments of Community Affairs, Mental Health, Public Health, Commerce and Development, Correction, and Youth Service, and the Division of Employment Security, as well as dozens of smaller agencies and divisions, such as the Massachusetts Commission Against Discrimination, the Massachusetts Defenders Committee and the Migrant Education Project.

Interns have filled positions as speech therapists, editors, lawyers' aides, psychiatric social workers, research assistants, consumer education workers, rehabilitation counselors, tutors, occupational therapists and many others of equal interest.

Hours

Public Service Interns assigned during the academic year work a maximum of 15 hours per week, except during vacations when they can work a full 40 hours. This "school year" program is in operation for 41 weeks. Interns assigned to summer positions work on a full-time basis for 11 weeks. The majority of winter interns worked in their assignments the previous summer.

Wages

Pay rates, subject to approval by the individual colleges, are as follows:

Freshmen and Sophomores:	$2.25/hour
Juniors and Seniors:	$2.50/hour
Graduate Students:	$2.75-$3.00/hour

Interns are paid through their schools. Payment dates are determined by the student's college.

Funding

Under the provisions of the Work-Study Program, all funds are provided by the Department of Community Affairs (to a maximum of 26 percent) and the Federal Government. The agencies to which interns are assigned pay no part of their salaries.

Training

In addition to job skill training provided by their respective agencies, interns participate in seminars concentrating on the critical problems facing state and local public service agencies and providing an evaluation of the government's efforts in those areas.

Credits

There are no formal provisions under which interns may be granted academic credit for their work.

How to Apply

The process of becoming a Public Service Intern begins when the student contacts his college financial aid officer who determines if the student qualifies for work study. If he qualifies, and if the possibility of becoming an intern interests him, the student is referred by the college placement officer to the P.S.I. program staff, which matches his interests, abilities, and geographic location with those positions that are available. Once the most likely positions have been selected, it is the student's responsibility to set up appointments at which he will be interviewed by a member of the staff of each agency offering the position. He is accepted or rejected for each position as a result of these interviews.

Students can also contact the P.S.I. program office in Boston to begin the application procedure.

For Further Information

Public Service Intern Program
Department of Community Affairs
141 Milk Street
Boston, Massachusetts 02109

617-727-4090

DEPARTMENT OF THE ATTORNEY GENERAL

Summer Intern Program

Background

The intern program of the Office of the Attorney General is designed to give law students an opportunity to experience the everyday world of the practicing lawyer. The program was instituted on a trial basis during the summer of 1960 by Attorney General Edward J. McCormack and, after being well received, was expanded and made a permanent part of the office. The program is professional in nature, employing only law students who work as attorneys on actual cases in which the Commonwealth is involved. The program has proved very popular, and many of its graduates have continued to work for government full time, not only for the Attorney General but for the legal departments of many of the other branches of state and local government.

Scope

The program employs between 15 and 20 interns, all of whom are about to enter their third year in law school. The interns begin work in the middle of June and continue for 10 weeks, or usually until the end of August. Each intern is assigned to one of the 13 divisions of the Attorney General's office and, within each division, is further assigned to work with a specific attorney. The intern assists the attorney with the cases then pending on that attorney's docket, usually in the form of preparing briefs, memoranda or other legal documents. In some divisions where the preponderance of the work is non-litigious in nature, such as Consumer Protection, Citizen's Aid, etc., the work of the interns consists of informally resolving citizen complaints, oftentimes

by holding conferences with the conflicting parties at which mutually satisfactory agreements are reached. Other interns may research and draft suggested responses to requests from state administrative agencies for a formal opinion of the Attorney General. Because these opinions most often determine the manner in which state agencies act in their dealings with citizens of the Commonwealth, they are frequently more significant and of more widespread effect than court decisions.

While the work of the interns may vary greatly in terms of subject matter considered from division to division, it is uniformly of a professional nature, calling upon the skills which the intern has developed during the first two years of his law school career. During the course of the program the intern will be able to supplement the knowledge of legal theory acquired in law school with a practical knowledge of how the judicial system, made up of judges, clerks and other attorneys, operates in practice.

Hours and Wages

Interns are expected to work a five-day, forty-hour week though emphasis is placed upon completion of a prescribed amount of work rather than presence for a specific number of hours. For their efforts they are paid $125 per week, subject to revision upward.

Funding

The interns are paid by the Office of the Attorney General with funds specifically earmarked for that purpose in the annual budget of that office.

Training

Because the work of each intern will, to a great extent, be unique and because the expertise required to perform it will have been

acquired in law school, their is no formal training program for the interns. However, there is an extensive orientation program as well as a scheduled weekly meeting of all interns at which time representatives from various divisions of the office speak on the work and function of their particular divisions. The weekly meeting also provides an opportunity for the interns to discuss and criticize not only the intern program but also the Office of the Attorney General with the guarantee that these suggestions will be considered and oftentimes heeded.

Credits

To the present time, no credits have been given for any work done under the aegis of the summer intern program.

How to Apply

Applicants for the program must prepare and submit a specific form distributed by the Attorney General's Office, along with a copy of their resume, by January 1 of the year in which they wish to apply for the program. These forms are distributed in limited supply to Massachusetts law schools but if not available there can be obtained by writing to the Office of the Attorney General. It should be made clear that the program is open to students of all law schools no matter where located. Each applicant must then be interviewed by a panel of assistant attorneys general which in turn selects those applicants asked to participate in the program. Notices of either acceptance or rejection are sent to all applicants by February 1 of the year in question.

For Further Information

Summer Intern Program
Department of the Attorney General
Room 373, State House
Boston, Massachusetts 02133
617-727-220

GENERAL COURT

Summer Legislative Intern Program

Background The Summer Legislative Intern Program was initiated in June 1969 by the Massachusetts General Court as an experimental program. Its success can be measured by the enthusiastic response of both students and legislators.

Scope The objectives of the program are manifold. By promoting active involvement among qualified college students, the program seeks to foster a more comprehensive understanding of the legislative process among interns, to provide valuable research assistance in areas of vital concern to various committees and commissions, and to motivate more capable young people toward futures in state government.

During the 1969 summer session, graduate and undergraduate legislative interns provided valuable services to many committees. The committees on Natural Resources, Insurance, Public Safety, Social Welfare, Education, and Urban Affairs, to mention only a few, benefitted from the endeavors of many capable and industrious interns. Topics researched by interns included such issues as the racial imbalance law, low income housing, and the Keaton-O'Connell auto insurance plan. In addition to research interns perform a variety of administrative and legislative tasks which are essential to the functioning of every legislative office and require a high degree of maturity and responsibility.

The number of intern positions available may vary from year to year. When the legislature expects to prorogue in June or early July,

there may be approximately 30 positions available. A late prorogation in August or September indicating a heavier work load could mean that the number of interns might increase to 60.

Hours — Summer legislative interns work full time (40 hours per week) for the duration of the 11-12 week program.

Wages — Wage rates for legislative interns are based approximately on the following scale:

Freshmen and Sophomores:	$2.25/hour
Juniors and Seniors:	$2.50/hour
Graduate Students:	$2.75/hour

Funding — The Legislative Intern Program is financed through a combination of both federal, under the Work-Study Program, and state funding.

Training — Hopefully, exposure to the legislative branch through participation in the vital function of committee research and other legislative operations will contribute to the intern's skill in comprehending diverse aspects of the legislative process. To broaden this awareness further, interns participate in weekly seminars which feature capable leaders from the legislative branch and other related fields.

Credits — At the present time, the Legislative Intern Program awards no credits to the students participating in it. However, such a possibility is open to consideration.

How to Apply — This program is open to both work-study students and those not on work study. The funding arrangements provide for about three work-study interns for every non work-study intern. For this

reason, each student who intends to apply for the program should first check with his financial aid office to determine if he qualifies for work-study funding. As noted, however, failure to qualify for the funding does not necessarily eliminate any student from consideration. After the student's eligibility for the Work-Study Program has been clarified, he must complete the necessary application form. This may be obtained by writing to the Speaker's Office at the State House.

The deadline for application to the program is usually during the last week in March.

For Further Information

Massachusetts Legislative Intern Program
c/o Speaker's Office
Room 357
State House
Boston, Massachusetts 02133

617-727-4060

OFFICE OF THE MAYOR

Boston Urban Corps

Background — The Boston Urban Corps was created in the fall of 1968. The program was developed by a law student in the Mayor's office working closely with 17 city departments and 134 colleges. The Urban Corps recruited over 350 students into its first summer program in 1969.

Scope — The Boston Urban Corps program recruits college students on work study to serve as interns in city agencies full time during the summer and part time during the school year. The Urban Corps offers students an opportunity to become acquainted with the many facets of urban government. Departments participating in the Urban Corps during the summer of 1969 were: Air Pollution Control Commission, Assessing, Boston Housing Authority, Boston Redevelopment Authority, Health and Hospitals, Law, Library, Mayor's Office, Mayor's Office of Human Rights, Mayor's Office of Public Service, Parks and Recreation, Public Works, Penal, Summerthing, Traffic Parking, Youth Activities, and Zoning.

The Urban Corps offers the student a chance for meaningful participation and job involvement in the urban milieu, in the areas of concern where much of the decision making process occurs and the opportunity for educational advancement and experience in the student's major field of interest or vocational choice, plus practical experience and financial remuneration.

Hours — During the academic year interns work a maximum of 15 hours per

week. During vacations interns can work up to 40 hours per week.

Wages — Rates of pay are determined by class standing:

Freshmen and Sophomores:	$2.25/hour
Juniors and Seniors:	$2.50/hour
Graduate Students:	$2.75/hour

All payments are made directly by the student's college work-study office.

Funding — The Urban Corps is financed under the Work-Study Program. Funds come from the Federal Government (80%) and from the city (20%). These funds are provided to colleges which in turn pay the student's salary.

Credits — There is no formal provision by which interns may acquire academic credit for their intern work.

Training — The Urban Corps sponsors a series of evening seminars during the summer. Each session lasts for an hour to an hour and a half every day for four weeks. Only a limited number of interns can attend each program and interns were encouraged to choose only those seminars which were of greatest interest to them.
These programs include informal discussion groups dealing with critical current issues. Topics included were: transportation and its impact on the community, state and city potitics, little city halls, community participation in public decisions, air pollution, urban fiscal crisis, urban renewal, city hospitals, rent control, Boston politics.

How to Apply — Students should first contact their college financial aid office

to determine if they qualify for work study. Upon qualification, students then should consult the Job Description Catalog located in the college financial aid office or work placement office. If a catalog is not available, students should write to the Urban Corps office in Boston City Hall. If it is convenient, students are urged to come to the office to read the various catalogs and acquaint themselves with the Urban Corps.

The Urban Corps office will assist students in scheduling appointments to interview prospective job supervisors. Students are encouraged to contact more than one supervisor concerning job placement opportunities.

For Further Information

Boston Urban Corps
Office of Public Service
Room 705
City Hall
Boston, Massachusetts 02201

617-772-4100x783

DEPARTMENT OF COMMUNITY AFFAIRS

Municipal Summer Intern Program

Background — The Municipal Summer Intern Program sponsored by the Department of Community Affairs is designed to serve two purposes: to provide city and town agencies with needed staff assistance; and, to provide concerned students with an opportunity to work in local government and encourage them to consider public service as a career. During the summer of 1969, the Municipal Summer Intern Program placed 10 students in 10 cities and towns across the Commonwealth. For summer 1970, 12 students will be placed in 12 cities and towns.

Scope — Interns will be placed in programs designed by local officials and approved by the Department of Community Affairs. The local agencies involved include: health departments, planning departments, mayors' and town managers' offices, and public works departments.
The scope of the work is designed to encompass many aspects of municipal administration and community development. Each intern is placed in that program which most nearly approximates his specific interests and which will most fully utilize his particular talents. Examples of the areas in which interns might participate include: community relations, housing and community planning, budgeting procedures, community action programs, code enforcement programs, social service planning, and public works and engineering.

Hours — The Municipal Summer Intern Program is 10 weeks long and students work 37-40 hour weeks under the direct supervision of the local agency.

Wages Wages are $100/week and are paid directly to the student by the Department of Community Affairs.

Funding This program is funded through the Department of Housing and Urban Development (50%) and the Commonwealth (50%) under Title VIII of the Housing Act of 1964. In 1971 HUD will cease its participation in the program.

Training There is no formal training arrangement. The program is designed to provide on-the-job experience for future public employees. However, interns do meet several times during the summer in evaluation sessions.

Credits None.

How to Apply This program is open to undergraduate and graduate students at all levels. Applications and information for the program are mailed early in the year to the placement offices of the colleges and universities of the Commonwealth. A student may secure applications from his school or he may contact the Department of Community Affairs directly.

For Further Information

The Office of Training
Department of Community Affairs
141 Milk Street
Boston, Massachusetts 02109

617-727-6964

DIVISION OF WATER POLLUTION CONTROL

Clean Waters Scholarship Intern Program

Background — Chapter 21, Section 38A (Chapter 611 of the Acts of 1968) authorized the Division of Water Pollution Control to provide "a clean waters scholarship intern program." The goal of the program is to attract outstanding high school graduates into the field of sanitary engineering.

Scope — Under this program a student accepting the scholarship must work for the Division during summer vacation periods and must serve as a regular employee of the Division for a period of three years following graduation.

At present, there are two students studying under the program. A student can participate in this program for the full four years of his undergraduate program if he meets the qualifications for acceptance into the program and wishes to study sanitary engineering.

Hours — Interns are expected to carry a full course load while at school. When working for the Division during summer vacations, interns work normal, full-time hours.

Wages — The scholarship pays full tuition, room, board and fees. While the intern is working for the Division he is paid a regular salary during the three years following graduation. He is not paid for work performed during summer vacation periods while a student.

Funding — The Clean Waters Scholarship Intern Program is funded by state appropriation.

Training Interns do not receive any formalized training in addition to their academic studies. When they have completed their degree program, they are given carefully supervised jobs within the Division and considerable on-the-job, but informal training.

Credits None outside regular academic program.

How to Apply Applicants must be: United States citizens and Massachusetts residents, enrolled in an engineering degree program satisfactory to the Director of the Division of Water Pollution Control, and meet the general scholarship requirements of their own college or university.

Students may attend out-of-state schools, but preference is given to those attending in-state schools.

Scholarship awards are granted on a competitive basis and selection of interns is by a scholarship review board established by the Division. General aptitude for and a general interest in a career in environmental engineering is the basis for scholarship awards.

For Further Information

Chairman
Department of Engineering
(Your college or university)

OR

Division of Water Pollution Control
Department of Natural Resources
Leverett Saltonstall Building
100 Cambridge Street
Boston, Massachusetts 02202

617-727-3855

BUREAU OF PERSONNEL AND STANDARDIZATION

Cooperative Student Work-Study Program

The Cooperative Student Work-Study Program was developed in 1969 as a means of encouraging appointing authorities of the Commonwealth to take advantage of available cooperative student work-study programs to promote the recruitment of college trained men and women to the state service. To participate in the program state agencies must have an existing permanent vacancy at a level sufficient to provide for the employment of the student after he receives his degree.

It is possible for a student to continue in the program during the last four years of his undergraduate education.

The student is assigned tasks at a level consistent with his training and experience: he may assist agency personnel on field inspection trips; assist professional personnel in surveys, costs, and in the compilation and tabulation of data; he may perform routine tasks such as gathering materials, making personal, written or telephone contacts involving training or other programs; and assist in drafting reports. His work assignments may be rotated among various agency operating units to permit him to acquire diversified experience. Appointing authorities are responsible for providing the student with adequate, constructive, and meaningful supervision.

Pay rates are determined by the Bureau of Personnel and Standardization and the Legislature. The weekly pay scales correspond to the level of the student in the cooperative education program:

Second year students:	Job Group	5	$100.45 - $121.45
Third year students:	"	7	110.00 - 132.80
Fourth year students:	"	9	120.80 - 147.50
Fifth year students:	"	11	134.15 - 164.75

Students are paid by the agency which employs them. Funds are provided by

the participating agencies through the allocation of job positions for use by cooperative students.

The Cooperative Student Work-Study Program is restricted to undergraduate students enrolled in the cooperative plan of education at any recognized college, university, or technical school which provides for academic pursuits and on-the-job training within a curriculum acceptable to the Board of Higher Education.

For further information, contact:

College Department of Cooperative Education

OR

Bureau of Personnel and Standardization
Executive Office for Administration and Finance
Room 413
State House
Boston, Massachusetts 02133

617-727-2408

GENERAL COURT

Northeastern University Legislative Interns

This small program is limited to undergraduate students on the Cooperative Plan of Education at Northeastern University. It has been in operation since 1965.

Students participating in the program spend their work assignment working full time with the Legislature. The interns are assigned to various legislative committees to serve as clerks or to assist in research work.

Interns are paid from funds provided by Northeastern University (75%) and by the Legislature (25%). Interns are paid at the rate of approximately $2.25 per hour for freshmen and sophomores and approximately $2.50 per hour for juniors and seniors.

While interns are on assignment with the Legislature, they attend bi-weekly seminars. These seminars include a wide variety of topics including transportation, journalism, politics, etc.

This program is limited to six students. Students who are interested in participating in the program should discuss the possibility with their work coordinator.

DIVISION OF CIVIL SERVICE

Management Intern Program

The Management Intern Program, established by Chapter 655 of the Acts of 1968, provides for a general competitive examination to be administered by the Division of Civil Service for the purpose of recruiting and placing qualified college graduates in state service. These eligible persons, who are not interns in the sense used in other programs in this handbook, will be placed in permanent job positions in state or municipal agencies opened for this purpose. Standing on the eligible list is determined on the basis of the examination held, but eligibility for any given category or type of position will be based on the kind of experience or degree with the major field of study the determining factor in some cases. The first examination under this program was given in January 1970.

Although no placements have been made to date, appointing authorities have indicated their interest in using the eligible list for management interns to fill vacancies in the following positions: administrative auditor, administrative assistant, assistant supervisors of benefits, information and property management, disputed claims adjustor, industrial accident investigator, junior budget examiner, junior planner, junior programmer, labor market economist, semi-senior accountant, and statistician. These positions range in salary from Job Group 12 ($7,389.20-$9,074.00) to Job Group 14 ($8,431.80-$10,506.60).

Entrance Requirements: Applicants must have completed, or expect to complete within nine months of the date of examination, a four-year course leading to a bachelor's degree in an accredited college or university. This requirement may be substituted by the successful completion within the past five years of at least two years (60 semester hours) of training toward a degree in an accredited college or university, plus at least two years within the past five

years of full-time, paid experience in a recognized administrative or professional capacity in the field of accounting and/or auditing, management, data processing, research and/or statistics, journalism, economics or personnel administration. Applicants must be citizens of the United States but do not have to be residents of Massachusetts.

Application blanks and additional information may be obtained from:

Division of Civil Service
Rooms 145-152
State House
Boston, Massachusetts 02133

617-727-5446

APPENDIX

To participate in many of the programs described in this Handbook, students must be in either the Work-Study Program or the Cooperative Plan of Education. For the general information of students and state personnel not familiar with these programs, a summary description of each program follows.

COLLEGE WORK-STUDY PROGRAM

Authorizing Legislation

42 U.S.C. 2751, Economic Opportunity Act of 1964, Title I, Public Law 88-452, 78 Stat. 515, as amended; The Higher Education Amendments of 1968, Public Law 90-575, redesignated this as Title IV-C of the Higher Education Act of 1963, Public Law 89-329, 79 Stat. 1249.

Nature and Purpose of Program

To stimulate and promote the part-time employment of students in institutions of higher education who are from low-income families and are in need of earnings from such employment to pursue courses of study at such institutions.

Eligibility

Any student who (1) is from a low-income family, (2) is in need of the earnings from such employment in order to pursue a course of study at an institution of higher education, (3) is capable in the opinion of the institution, of maintaining good standing in such course of study while employed under the program, and (4) has been accepted for enrollment as a full-time student at the institution or, in the case of a student enrolled in and attending the institution, is in good standing and in full-time attendance there either as an undergraduate, graduate, or professional student.

Allocation — Money appropriated under this section is divided among the states by a formula based upon (1) the number of students in institutions of higher education, (2) the number of high school graduates, and (3) the number of children under 18 years of age living in families with annual incomes of less than $3,000. Grants are made to institutions of higher education under contracts entered into by the Director of the Office of Economic Opportunity and the institutions.

Amount/Duration — Students are to be employed by the institutions or by a public or private nonprofit organization under an arrangement with the institution. The work is to be related to the student's educational objective or be in the public interest and will not displace employed workers. Students are not to work more than 15 hours in any week in which classes in which they are enrolled are in session.

How To Apply — A student who wishes to apply for a grant should write to the Director of Student Financial Aid at the school he wishes to attend, or contact his high school guidance counselor.

COOPERATIVE PLAN OF EDUCATION

The Cooperative Plan of Education is designed to provide a combination of academic learning and meaningful related on-the-job experience and training. The prime objective is to help the student obtain experience that will serve to advance him in the world of work. The program also assists students to finance their education.

This program is for undergraduate students and lasts five years. The first

year is devoted to full-time study on campus and the remaining four years are arranged with alternating periods of academic study and work experience. The program varies from school to school, but the student usually accumulates two full years of work experience by the time he graduates.

Students work full time while on their work assignments.

Students do not receive credit for their work experience. However, their performance is evaluated by their employer and college work coordinator. Satisfactory performance on these assignments is considered just as important as in the student's academic work.

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